Chapter 2 - Account Maintenance - ACT

Account Maintenance

The account maintenance screen is used to add accounts into your system. These accounts are the line items that you are given from your treasurer.

Accessing the Account Maintenance Screen:

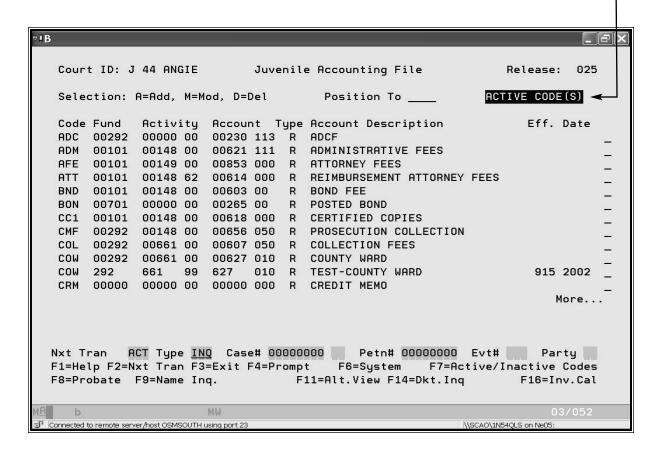To access the account maintenance screen, insert **ACT** in the Next Tran field as shown below and press <Enter>.

Probate Next Tran Line:

```
Nxt  Tran  P ACT  Type  INQ   Case#  00000000        Rec nbr ____
```
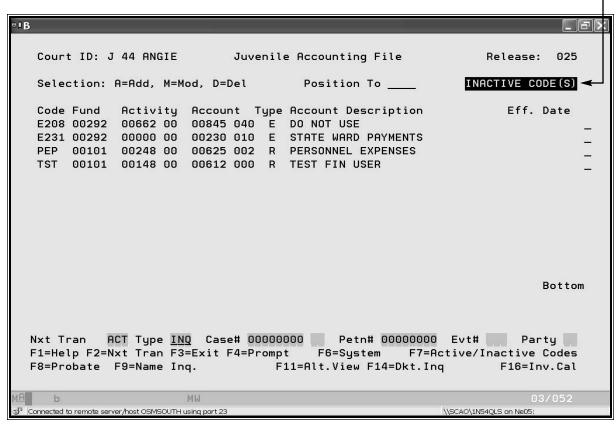
Juvenile Next Tran Line:

```
Nxt  Tran    ACT  Type  INQ   Case#  00000000 ___  Petn#  00000000  Event#____    Party____
```

The following screen will be brought back to you, displaying the active account codes.

```
┌─B─────────────────────────────────────────────────────────────────────┐
│                                                            [_][□][X]    │
│     Court ID: J 44 ANGIE          Juvenile Accounting File      Release:  025   │
│                                                                        │
│     Selection: A=Add, M=Mod, D=Del        Position To ____      ACTIVE CODE(S) │
│                                                                        │
│     Code Fund    Activity    Account   Type Account Description        Eff. Date│
│     ADC  00292   00000 00    00230 113   R  ADCF                              _ │
│     ADM  00101   00148 00    00621 111   R  ADMINISTRATIVE FEES              _ │
│     AFE  00101   00149 00    00853 000   R  ATTORNEY FEES                    _ │
│     ATT  00101   00148 62    00614 000   R  REIMBURSEMENT ATTORNEY FEES      _ │
│     BND  00101   00148 00    00603 00    R  BOND FEE                         _ │
│     BON  00701   00000 00    00265 00    R  POSTED BOND                      _ │
│     CC1  00101   00148 00    00618 000   R  CERTIFIED COPIES                 _ │
│     CMF  00292   00148 00    00656 050   R  PROSECUTION COLLECTION           _ │
│     COL  00292   00661 00    00607 050   R  COLLECTION FEES                  _ │
│     COW  00292   00661 00    00627 010   R  COUNTY WARD                      _ │
│     COW  292     661   99    627   010   R  TEST-COUNTY WARD        915 2002  _ │
│     CRM  00000   00000 00    00000 000   R  CREDIT MEMO                      _ │
│                                                            More...          │
│                                                                        │
│                                                                        │
│     Nxt Tran    ACT Type INQ  Case# 00000000     Petn# 00000000  Evt#     Party   │
│     F1=Help F2=Nxt Tran F3=Exit F4=Prompt     F6=System    F7=Active/Inactive Codes│
│     F8=Probate  F9=Name Inq.          F11=Alt.View F14=Dkt.Inq     F16=Inv.Cal │
│                                                                        │
│  MA   b              MW                                      03/052     │
│  Connected to remote server/host OSMSOUTH using port 23    \\SCAO\1N54QLS on Ne05: │
└─────────────────────────────────────────────────────────────────────┘
```

By pressing <F7>, the system will display only Inactive Codes as shown on the next screen.

```
 ▫!B                                                              _ ⃞ X

     Court ID: J 44 ANGIE         Juvenile Accounting File        Release:  025

     Selection: A=Add, M=Mod, D=Del        Position To ____      INACTIVE CODE(S)

     Code Fund    Activity  Account  Type Account Description          Eff. Date
     E208 00292   00662 00   00845 040   E   DO NOT USE                        _
     E231 00292   00000 00   00230 010   E   STATE WARD PAYMENTS               _
     PEP  00101   00248 00   00625 002   R   PERSONNEL EXPENSES                _
     TST  00101   00148 00   00612 000   R   TEST FIN USER                     _




                                                                        Bottom



     Nxt Tran   ACT Type INQ  Case# 00000000    Petn# 00000000  Evt#    Party
     F1=Help F2=Nxt Tran F3=Exit F4=Prompt    F6=System    F7=Active/Inactive Codes
     F8=Probate  F9=Name Inq.          F11=Alt.View F14=Dkt.Inq      F16=Inv.Cal
 MA    b                  MW                                            03/052
 ⌨ Connected to remote server/host OSMSOUTH using port 23       \\SCAO\1N54QLS on Ne05:
```

Following are explanations for the fields on the Account Maintenance Screen.

NOTE: Unless otherwise noted, all of the following fields are display fields only and no data
        entry is allowed from this screen.

~Position To~
This field is used to position your cursor to an account that you select.

By inserting the accounting code you are looking for and pressing <Enter>, the system will position your cursor at that accounting file or if it does not find it, at the closest alphabetic match that it finds.

~Active Codes~
This screen will display only the active codes.

To see inactive codes, press <F7>. The code status field is the field that determines which screen this account will be displayed on.

~Inactive Codes~
This screen will display only the inactive codes.

To see active codes, press <F7>. The code status field is the field that determines which screen this account will be displayed on.

~Code~

This code is assigned by the user to identify what the account is. This code will be used throughout the financial system to record financial transactions.

> NOTE: If you have multiple accounts that use the same line item number, the system will lump all funds on one line of the transmittal and name that line the name of the account that the system reads first.

~Fund~

This is a five character alpha/numeric field used for the fund number of the account.

Example: 00701 would be the fund for a Trust & Agency account number.

~Activity~

This is a seven character alpha/numeric field for the activity of the account. The last two characters are used to further break down the activity of this account.

Example: 00148 00 would be the activity for a Probate general account.

~Account~

This is an eight character alpha/numeric field used for the account number of this account. The last three characters are used to further break down this account.

Example: 00167 000 would be a standard account with no break down.

~Type~

This field describes the type of account. The valid options are, R = Revenue and E = Expenditure.

~Account Description~

This field is the court's description of this account.

~Effective Date~

The effective date should only be used when you have an existing account and need to add a new one using the same account code. When you add the new account, enter the date that the new account became effective.

~Option~

This field tells the system what you are trying to do. The valid parameters are: A = Add, M = Modify, D = Delete, I = Inquire.

Alternate View for Account Maintenance Screen:

There are two different viewing options from this screen.
The first was explained previously, by pressing <F11>, the system will switch views and return the following screen to you.

```
 ■!B                                                                          _ ☐⊡✕

    Court ID: J 44 ANGIE          Juvenile Accounting File            Release:  025

    Selection: A=Add, M=Mod, D=Del          Position To ▮___          ACTIVE CODE(S)

    Code Fund    Activity   Account  Type Account Description          Eff. Date
    ADC  00292   00000 00   00230 113  R  ADCF                                     _
    Grp1:     Grp2:     Grp3:     DSS: Y  REF:                             Sts: Y

    ADM  00101   00148 00   00621 111  R  ADMINISTRATIVE FEES                     _
    Grp1:     Grp2:     Grp3:     DSS: Y  REF:                             Sts: Y

    AFE  00101   00149 00   00853 000  R  ATTORNEY FEES                           _
    Grp1:     Grp2:     Grp3:     DSS: Y  REF:                             Sts: Y

    ATT  00101   00148 62   00614 000  R  REIMBURSEMENT ATTORNEY FEES             _
    Grp1:     Grp2:     Grp3:     DSS:    REF: 2222222222222222222222222  Sts: Y

                                                                         More...



    Nxt Tran   ACT Type INQ  Case# 00000000    Petn# 00000000 Evt#     Party
    F1=Help F2=Nxt Tran F3=Exit F4=Prompt    F6=System    F7=Active/Inactive Codes
    F8=Probate  F9=Name Inq.          F11=Alt.View F14=Dkt.Inq        F16=Inv.Cal
 MA    b             MW                                                 03/052
 ⬡ Connected to remote server/host OSMSOUTH using port 23        \\SCAO\1N54QLS on Ne05:
```

Following are the field descriptions that differ from the fields previously explained.

~Group 1,2 & 3~

These fields are used to group accounts together.

~DSS 207 Reporting~

This field tells the system that this account is used on the DSS 207 report. There are two valid entries for this field: Y = Yes and N = No.

NOTE: Please see DSS 207 Setup chapter for more information.

~Code Status~
This field is used to activate an account for use in price files. There are two valid entries for this field: Y = Yes and N = No.

By pressing <F11> again, the system will return you to the default view of this screen.

Example of an Account Add:

1.   Enter an "A" on the first line at the right hand side of your screen and press <Enter>.

```
B                                                                    _ □ X

   Court ID: J 44 ANGIE          Juvenile Accounting File          Release:  025

   Selection: A=Add, M=Mod, D=Del        Position To ____        ACTIVE CODE(S)

   Code Fund    Activity   Account  Type Account Description        Eff. Date
   ADC  00292   00000 00   00230 113  R   ADCF                                  A
   ADM  00101   00148 00   00621 111  R   ADMINISTRATIVE FEES                   _
   AFE  00101   00149 00   00853 000  R   ATTORNEY FEES                         _
   ATT  00101   00148 62   00614 000  R   REIMBURSEMENT ATTORNEY FEES           _
   BND  00101   00148 00   00603 00   R   BOND FEE                              _
   BON  00701   00000 00   00265 00   R   POSTED BOND                           _
   CC1  00101   00148 00   00618 000  R   CERTIFIED COPIES                      _
   CMF  00292   00148 00   00656 050  R   PROSECUTION COLLECTION                _
   COL  00292   00661 00   00607 050  R   COLLECTION FEES                       _
   COW  00292   00661 00   00627 010  R   COUNTY WARD                           _
   COW  292     661   99   627   010  R   TEST-COUNTY WARD          915 2002     _
   CRM  00000   00000 00   00000 000  R   CREDIT MEMO                           _
                                                                      More...


   Nxt Tran   ACT Type INQ  Case# 00000000    Petn# 00000000  Evt#     Party
   F1=Help F2=Nxt Tran F3=Exit F4=Prompt    F6=System    F7=Active/Inactive Codes
   F8=Probate  F9=Name Inq.            F11=Alt.View F14=Dkt.Inq      F16=Inv.Cal

MA    b                    MW                                       07/080
   Connected to remote server/host OSMSOUTH using port 23          \\SCAO\1N54QLS on Ne05:
```

The system will return the Account File Maintenance Add screen for you to add a new account file.

2.   Enter the code that has been assigned to this account in the "Accounting Code" field.

3.   Enter the account number in the "Fund, Activity and Account" fields.

4.   Enter the type of account in the "Type" field. R = Revenue, E = Expenditure.

5.   Enter the description in the "Account Description" field.

6.   Enter the effective date in the "Effective Date" field only if this account code has been used pre-
        viously.

7.   Enter group codes if you are grouping this account with other accounts.

8.   Enter a "Y" if this account is associated with the DSS 207.

9.   Enter a "Y" in the Code Status field.

10.   If you want the account number to print a certain way on the transmittal, enter the number
        exactly how you want it to print.

11.   Enter your password and press <F10>. The system will add the new account.

```
┌──B───────────────────────────────────────────────────────────────── _ �│₫│X ┐
│                                                                              │
│   Court ID: J 44 ANGIE          Account File Maintenance      Release:  025  │
│                                                                              │
│                                                                              │
│   Accounting Code:   AFE         ADD                                         │
│                                                                              │
│   Fund      Activity     Account      Type      Account description          │
│   00101     00148 00     00555 111     R        ATTORNEY FEES                │
│                                         E=Expenditure R=Revenue              │
│                                                                              │
│                              MMDD  CCYY                                       │
│   Effective Date:                                                            │
│                                                                              │
│   Group Code 1:                                                              │
│   Group Code 2:                                                              │
│   Group Code 3:                                                              │
│                                                                              │
│   DSS 207 Reporting Y/N:                                                     │
│   Code status:               Y      (Y-Active   N-Inactive)                  │
│                                                                              │
│   Alternate Account:                                                         │
│                                                                              │
│                                                                              │
│   F1=Help         F3=Exit                    F6=System                       │
│   F10=Update                                 F14=Dkt.Inq        F16=Inv.Cal  │
│                                                                              │
│ MA    b                   MW                                       07/058    │
│ ₫ Connected to remote server/host OSMSOUTH using port 23    \\SCAO\1N54QLS on Ne05: │
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```

Example of an Account Modify:

1.   Enter an "M" on the line of the account that you want to modify and press <Enter>.

```
B                                                                          _ 🗗 ✕

   Court ID: J 44 ANGIE          Juvenile Accounting File          Release:   025

   Selection: A=Add, M=Mod, D=Del        Position To ____        ACTIVE CODE(S)

   Code Fund    Activity    Account   Type Account Description         Eff. Date
   ADC  00292   00000 00    00230 113  R   ADCF                                   M
   ADM  00101   00148 00    00621 111  R   ADMINISTRATIVE FEES                    _
   AFE  00101   00149 00    00853 000  R   ATTORNEY FEES                          _
   ATT  00101   00148 62    00614 000  R   REIMBURSEMENT ATTORNEY FEES            _
   BND  00101   00148 00    00603 00   R   BOND FEE                               _
   BON  00701   00000 00    00265 00   R   POSTED BOND                            _
   CC1  00101   00148 00    00618 000  R   CERTIFIED COPIES                       _
   CMF  00292   00148 00    00656 050  R   PROSECUTION COLLECTION                 _
   COL  00292   00661 00    00607 050  R   COLLECTION FEES                        _
   COW  00292   00661 00    00627 010  R   COUNTY WARD                            _
   COW  292     661   99    627   010  R   TEST-COUNTY WARD            915 2002    _
   CRM  00000   00000 00    00000 000  R   CREDIT MEMO                            _
                                                                      More...



   Nxt Tran   ACT Type INQ  Case# 00000000    Petn# 00000000  Evt#      Party
   F1=Help F2=Nxt Tran F3=Exit F4=Prompt    F6=System    F7=Active/Inactive Codes
   F8=Probate  F9=Name Inq.           F11=Alt.View F14=Dkt.Inq        F16=Inv.Cal

MA     b               MW                                           07/080
  Connected to remote server/host OSMSOUTH using port 23           \\SCAO\1N54QLS on Ne05:
```

The system will return the Account File Maintenance modify screen.

```
  B                                                                  _ ⟧ ✕

    Court ID: J 44 ANGIE          Account File Maintenance        Release:  025


    Accounting Code:  ATT        MOD

    Fund      Activity    Account      Type      Account description
    00101     00148 62    00614 000     R        REIMBURSEMENT ATTORNEY FEES
                                                 E=Expenditure R=Revenue

                             MMDD CCYY
    Effective Date:

    Group Code 1:           ...
    Group Code 2:           ...
    Group Code 3:

    DSS 207 Reporting Y/N:
    Code status:            Y     (Y-Active  N-Inactive)

    Alternate Account:  222222222222222222222222


    F1=Help          F3=Exit                  F6=System
    F10=Update                                  F14=Dkt.Inq      F16=Inv.Cal

  MA    b               MW                                           07/002
    Connected to remote server/host OSMSOUTH using port 23      \\SCAO\1N54QLS on Ne05:
```

The fields on the modify screen are exactly the same as the add screen. All fields can be modified
except the "Accounting Code" field.

After all modifications have been made, press <Enter>, enter your password and then press <F10> for
the system to make the modification take effect.

Example of an Account Delete:

1.   Enter a "D" beside the account that you want to delete and press <Enter>.

```
┌─────────────────────────────────────────────────────────────────────────┐
│▫▪B                                                            _ ⊡ ✕       │
│                                                                          │
│   Court ID: J 44 ANGIE        Juvenile Accounting File      Release:  025 │
│                                                                          │
│   Selection: A=Add, M=Mod, D=Del        Position To ____   ▐ACTIVE CODE(S)▌│
│                                                                          │
│   Code Fund    Activity   Account  Type Account Description      Eff. Date│
│   ADC  00292   00000 00   00230 113  R   ADCF                          _  │
│   ADM  00101   00148 00   00621 111  R   ADMINISTRATIVE FEES           _  │
│   AFE  00101   00149 00   00853 000  R   ATTORNEY FEES                 _  │
│   ATT  00101   00148 62   00614 000  R   REIMBURSEMENT ATTORNEY FEES   _  │
│   BND  00101   00148 00   00603 00   R   BOND FEE                      _  │
│   BON  00701   00000 00   00265 00   R   POSTED BOND                   _  │
│   CC1  00101   00148 00   00618 000  R   CERTIFIED COPIES              _  │
│   CMF  00292   00148 00   00656 050  R   PROSECUTION COLLECTION        _  │
│   COL  00292   00661 00   00607 050  R   COLLECTION FEES               _  │
│   COW  00292   00661 00   00627 010  R   COUNTY WARD                   _  │
│   COW  292     661   99   627   010  R   TEST-COUNTY WARD     915 2002  D ◄│
│   CRM  00000   00000 00   00000 000  R   CREDIT MEMO                   _  │
│                                                                More...    │
│                                                                          │
│                                                                          │
│   Nxt Tran  ▐ACT▌ Type ▐INQ▌ Case# ▐00000000▌  Petn# ▐00000000▌ Evt# ▐▌  Party ▐▌│
│   F1=Help F2=Nxt Tran F3=Exit F4=Prompt    F6=System    F7=Active/Inactive Codes│
│   F8=Probate  F9=Name Inq.          F11=Alt.View F14=Dkt.Inq      F16=Inv.Cal│
│                                                                          │
│MA    b                    MW                                17/080        │
│ ⌨ Connected to remote server/host OSMSOUTH using port 23    \\SCAO\1N54QLS on Ne05:│
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```

If the accounting code has not been used in a price file, the system will delete the account and display the following screen.

```
B                                                                    _ ☐ ✕

   Court ID: J 44 ANGIE        Juvenile Accounting File        Release:  025

   Selection: A=Add, M=Mod, D=Del        Position To ____      ACTIVE CODE(S)

   Code Fund     Activity    Account   Type Account Description        Eff. Date
   ADC  00292    00000 00    00230 113  R   ADCF                                  _
   ADM  00101    00148 00    00621 111  R   ADMINISTRATIVE FEES                   _
   AFE  00101    00149 00    00853 000  R   ATTORNEY FEES                         _
   ATT  00101    00148 62    00614 000  R   REIMBURSEMENT ATTORNEY FEES           _
   BND  00101    00148 00    00603 00   R   BOND FEE                              _
   BON  00701    00000 00    00265 00   R   POSTED BOND                           _
   CC1  00101    00148 00    00618 000  R   CERTIFIED COPIES                      _
   CMF  00292    00148 00    00656 050  R   PROSECUTION COLLECTION                _
   COL  00292    00661 00    00607 050  R   COLLECTION FEES                       _
   COW  00292    00661 00    00627 010  R   COUNTY WARD                           _
   CRM  00000    00000 00    00000 000  R   CREDIT MEMO                           _
   CSF  00101    00149 01    00601 282  R   COURT SERVICE FEE                     _
                                                                      More...


   Record deleted
   Nxt Tran    ACT Type INQ  Case# 00000000    Petn# 00000000  Evt#    Party
   F1=Help F2=Nxt Tran F3=Exit F4=Prompt     F6=System    F7=Active/Inactive Codes
   F8=Probate  F9=Name Inq.         F11=Alt.View F14=Dkt.Inq       F16=Inv.Cal

 MA    b              MW                                          03/052
    Connected to remote server/host OSMSOUTH using port 23          \\SCAO\1N54QLS on Ne05:
```

If the accounting code has been used in a price file, the system will return the following screen.

```
B                                                                    _ ☐ ✕

   Court ID: J 44 ANGIE        Juvenile Accounting File        Release:  025

   Selection: A=Add, M=Mod, D=Del        Position To ____      ACTIVE CODE(S)

   Code Fund     Activity    Account   Type Account Description        Eff. Date
   ADC  00292    00000 00    00230 113  R   ADCF                                  _
   ADM  00101    00148 00    00621 111  R   ADMINISTRATIVE FEES                   _
   AFE  00101    00149 00    00853 000  R   ATTORNEY FEES                         _
   ATT  00101    00148 62    00614 000  R   REIMBURSEMENT ATTORNEY FEES           _
   BND  00101    00148 00    00603 00   R   BOND FEE                              _
   BON  00701    00000 00    00265 00   R   POSTED BOND                           _
   CC1  00101    00148 00    00618 000  R   CERTIFIED COPIES                      _
   CMF  00292    00148 00    00656 050  R   PROSECUTION COLLECTION                _
   COL  00292    00661 00    00607 050  R   COLLECTION FEES                       _
   COW  00292    00661 00    00627 010  R   COUNTY WARD                           _
   CRM  00000    00000 00    00000 000  R   CREDIT MEMO                           _
   CSF  00101    00149 01    00601 282  R   COURT SERVICE FEE                     _
                                                                      More...


   Account code found in Price file
   Nxt Tran    ACT Type INQ  Case# 00000000    Petn# 00000000  Evt#    Party
   F1=Help F2=Nxt Tran F3=Exit F4=Prompt     F6=System    F7=Active/Inactive Codes
   F8=Probate  F9=Name Inq.         F11=Alt.View F14=Dkt.Inq       F16=Inv.Cal

 MA    b              MW                                          03/052
    Connected to remote server/host OSMSOUTH using port 23          \\SCAO\1N54QLS on Ne05:
```